

Utica Business College

School of Stenography, Typewriting and Telegraphy.

SHIELDS & HENDRICK, PRINCIPALS.]

UTICA, N. Y., SCHOOL YEAR '93-'94.

[Vol. XXXII, No. 1

Annual Announcement

... OF THE ...

UTICA BUSINESS COLLEGE.

The Best and Most Practical

Business Training School Known.

IT TEACHES THOSE THINGS THAT ARE MOST NEEDED IN BUSINESS.

IT LEADS all other Schools in furnishing business houses with competent assistants—Thousands of the most successful business men of to-day received their training here—Its School Rooms thoroughly remodeled.

IN CALLING the attention of the public to the advantages offered by the Utica Business College, we would refer to our past record, and especially would we refer with pride to the record of the past year. The thousands of young men and women now engaged in active business, who have gone forth from our school fully prepared to fight the battles of life, are living advertisements as to the value of our course of training. No institution of its kind has had a more flattering history and none is held in higher esteem by the public to-day. Having been in successful operation for thirty years without ever having failed to meet its moral, its financial or its intellectual obligations, it stands to-day in the front rank, possessing all the essentials of a first class business training school. The attendance during the past year has been unusually large and the prospects for the coming year are very promising. Our apartments in the Stewart building, corner Genesee and Elizabeth streets, have been thoroughly remodeled and made much more convenient, and we shall spare no pains during the coming year to make our course of study even more practical than ever.

While we do not claim to have the largest school of its class in the United States, we do claim and believe that we have the best in point of thoroughness and ability to fit young men and women for business life. Our business course is not calculated simply for the training of book-keepers or bill clerks, but it will enable the merchant, lawyer, physician, farmer, mechanic or one of any other occupation to conduct his affairs in

a more systematic and business-like way than he would ever have been able to do without it, and be worth to him many times its cost.

For a generous patronage bestowed by an intelligent critical public, we would express our sincere thanks and the assurance that their appreciation of our work in the past has stimulated us to enter upon the next school year with renewed zeal and a determination to serve our patrons better than ever before.

Education and Business.

GIVE all the years to study that you can. A college education will make you a better blacksmith, a better farmer, a better carpenter. Other things being equal—natural ability, industry, ambition, tact, application—of two men, the college man will be the better equipped for any work in which he may engage. One day last week I took a drive with a farmer up in "York state." He wore "tailor made" clothes, kid gloves, long cuffs, swell collar, and a high hat. He drove a stepper to a cart that made you feel proud and rich. His farm paid for all these things. When he wanted to go to the circus he bought a dollar seat and went. He didn't drive to town seventeen miles on a jag of wood, to sell it for 50 cents. He farmed because he liked the business, loved country life, and there was money in it. He was a graduate of Cornell University, and that is the kind of a farmer he was.

It stands to reason that the more a man knows the more sense he has, the better fitted he is for any position, except that of a petit juror.

Of course there are some boys whom you can't educate. There are some boys who can learn books by heart; who go to college and graduate; go to university and graduate; go to Europe and finish; and come home knowing so much less than they did when they went away that they are disqualified even for sitting on a coroner's jury. If you are that kind of a boy, which you are not, why, of course, you had better not go to school at all. Schools are conducted for the purpose of furnishing instruction for the mind; they don't agree to furnish the mind, too. You have to take that to school with you.—Selected.

Wanted.

WE HAVE no use for drones who are expecting easy places and large pay; there are already enough of these to supply the demand, which is usually not very large. But we do want young men and women who are anxious to fit themselves for positions of usefulness and honor in life. We want those who are honest and energetic, who are neither ashamed nor afraid to work for a living at any honorable employment and who expect to earn every cent they get, whether their pay be large or small. They must be willing to earn all they can for an employer and if this should be more than their pay the chances are that their faithfulness will be observed and rewarded by the man

next door or across the way, as he is quite likely to want a competent employee sooner or later. We want such as these to fit themselves for business in the Utica Business College, for we know they will always please us by being punctual and regular and by being earnest students; and we are sure they will find employment at the end of the course and be much better prepared for the battle of life than before placing themselves under our instruction.

Business Education To-day.

BUSINESS education to-day means more than it did ten, five, or even one year ago. It is absolutely necessary now to be well prepared, as business men need only good help. There are any number of poor stenographers, poor book-keepers, poor operators, etc., in the market. The good ones are at work and have no difficulty in keeping their positions. The demand is for sharp, active, intelligent young people with a practical understanding of stenography or telegraphy, as well as a good knowledge of accounts and office duties. Many are not willing to devote sufficient time for a good preparation. They think two or three months will suffice. Possess integrity and ability and success is yours.

Individual Instruction.

EACH student in our institution commences at the elements of the course, progresses according to his aptness and application, and does all the work under the supervision of the teachers. He receives all needed instruction just when he needs it, and adapted to his capacity. He does not pass over anything without thoroughly understanding it. These are great advantages not to be had in most schools. There are only a few Business Colleges that give as much as we do. It is a fact that young men accomplish as much here in three months as they could in other similar schools in four or five. Class teaching alone can never be as efficient as our methods.

To Business Men.

WHEN in need of a book-keeper, stenographer, telegraph operator, bill clerk, salesman, cashier or other help, if you will call at the school or address us confidentially, we can usually supply just such men as you want—reliable young persons who will do well and work at moderate prices. We will take the greatest care to recommend only such as are energetic, trustworthy and fully competent to fill the position. We will, if desired, at any time, give the names of some of the largest business houses who are at the present time employing our students in the most responsible positions.

A Partial Course.

PERSONS who are unable to take the full business, or shorthand course, can receive private instructions, upon reasonable terms, in any of the branches taught in the College.

JOURNAL OF THE UTICA BUSINESS COLLEGE

SCHOOL OF
STENOGRAPHY
TYPE WRITING
AND TELEGRAPHY



WILL H. LAMBERSON, OF FRANKFORT, N. Y.
FRANKFORT, N. Y., July 5, '93.

Prof. G. F. Hendrick, Utica, N. Y.:

Dear Sir—Having attended the Utica Business College, I can heartily recommend it to young gentlemen and ladies who are desirous of pursuing a business career. I took the stenographic course and can say I highly appreciate the thorough instruction given, and the assistance rendered in securing a position for me when I had become competent to hold one.

Yours respectfully,
WILL H. LAMBERSON

New York Central and Hudson River Railroad Co.,
FREIGHT OFFICE,
UTICA, N. Y., July 11, 1893.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Gentlemen—We are employing in this office quite a number of young men who have attended the Utica Business College, and the quality of their work speaks well for the training they received there.

S. H. FRENCH,
Agent N. Y. C.

LOWERY BROTHERS,
Cotton Merchants,
UTICA, N. Y., August 23, 1893.

To whom it may Concern:

After I had completed a stenographic course in the Utica Business College under the efficient and careful instruction of Miss Etta M. Davis, the principal helped me to secure my present position as stenographer for the above named firm. I would advise any young man or woman desirous of obtaining a commercial or stenographic education to take a course at this renowned institution, so ably presided over by Prof. G. F. Hendrick, who by his earnestness for the advancement and welfare of every pupil has been one of the means of bringing the school up to its high standard. I also owe my success to that brilliant penman, Prof. T. J. Risinger, whose skill and good nature charm all who come in contact with him.

Yours truly,
WILLIAM J. CAHILL.

THE
Place

TO GET A THOROUGH BUSINESS
EDUCATION IS THE UTICA BUSI-
NESS COLLEGE.

New York, Ontario & Western Railway Co.
Lackawanna Valley Coal Co.
Room 4, Mann Building
UTICA, N. Y.
JAMES E. KELLY, SALES AGENT.
DICKSON & EDDY,
GEN'L SALES AGENTS
NO. 23 BROADWAY, NEW YORK
Utica, N. Y.
July 20, 1893.

Messrs. Shields & Hendrick,
Utica, N. Y.

Dear Sirs:—

The course which I took at your institution has already been worth to me several times its cost, and I am confident that at no other school could I have acquired so much that is useful in business. Although I had no reason to expect you to find me a position, you secured for me my present one before I had quite completed the course.

With best wishes for the prosperity of the Utica Business College, I am

Very truly yours

C. A. Warren

General Information.

SESSIONS.—Instruction from 8 A. M. to 5 P. M. from September 1st to July 1st. Also four evenings each week, from 7 to 9, from October 1st to April 1st.

TIME OF ENTERING.—Any week-day of the school year.

QUALIFICATION TO ENTER.—Common knowledge of the English branches. Those who are deficient can prepare in the English Department.

TIME REQUIRED.—From three months upward, depending on qualification, industry and branches studied.

DIPLOMA.—Awarded to all who take a full course and pass examination. Fine diploma in the country, (steel engraving.)

CERTIFICATE.—Awarded to those who take partial courses, graded according to merit.

SITUATIONS.—Worthy graduates assisted. No positions promised in advance.

NO EXTRA CHARGES.—Tuition fee pays for all instruction in Business Course.

PROGRESS.—Students can work all the time. No time wasted. Three months equal to six in many other schools.

HOW WE TEACH.—Each one is taught separately. No one is kept back by others. Students can enter for any time—a week or a year; for one branch or whole course.

WHO TEACHES.—The principal, and competent, experienced teachers.

REPORTS.—Sent weekly to parents and guardians when desired.

BOARD AND LODGING.—In private families cost from \$3.50 to \$4.00 per week.

Patrons coming to attend the school will on their arrival in the city, come directly to the College office, 191 Genesee street, which is open from 8 o'clock A. M. to 5 o'clock P. M., also from 7 to 9 P. M., when they will be directed to boarding places.

Tuition.

PAYABLE IN ADVANCE.

DAY SCHOOL.—BUSINESS COURSE.

Book-keeping,	
Business Arithmetic,	
" Writing,	First quarter, 13 weeks, \$25.
" Law,	Second quarter, 13 weeks, \$25.
" Correspondence,	Monthly, after 1st quarter, \$10.
Spelling,	School year, 10 months, in advance, \$75.
Practical Grammar,	
Reading,	
Dictation,	
Business Practice,	

ENGLISH COURSE.

Arithmetic,	
Writing,	
Spelling,	3 months, \$18.
Reading,	
Practical Grammar,	
Dictation,	

STENOGRAPHIC COURSE.

Stenography,	
Typewriting,	
Spelling,	3 months, \$30.
Dictation,	Each additional month, \$8.
Practical Grammar,	
Penmanship,	

SPECIAL BRANCHES.

Telegraphy,	3 months, \$20
Typewriting,	10
Business Penmanship,	10

EVENING SCHOOL.

BUSINESS COURSE.

One Term, 12 weeks,	\$20
Two Terms, 24 weeks,	\$35

ENGLISH COURSE.

One term, 12 weeks,	\$12
Two Terms, 24 weeks,	20

STENOGRAPHIC COURSE.

One Term, 12 weeks,	\$20
Two Terms, 24 weeks,	\$35

SPECIAL BRANCHES.

Typewriting.—One Term, 12 weeks,	\$10
Business Penmanship.—One Term, 12 weeks,	10
Mechanical Drawing.—One Term, 12 weeks,	18

NOTE.—When two enter together, we deduct 10 per cent.; three, 15 per cent.; and four or more, 20 per cent. from above rates.

BOOKS, BLANKS AND STATIONERY for a three months' course cost as follows: For the Business Course, from \$8 to \$15; for the Stenographic Course, from \$3 to \$6; for the English Course, from \$3 to \$6.



MISS ALICE A. WARRINER, OF WASHINGTON MILLS, N. Y.

This young lady entered our school last fall and worked with a determination to succeed. As soon as she had completed her course we secured for her a good position which she now holds.

Office of
THE SKENANDOA COTTON COMPANY,
UTICA, N. Y., June 19, 1893.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Gentlemen—Very cheerfully do I recommend the Short-hand Department of your school to any who earnestly desire a knowledge of that art. I am sure I shall never regret having taken a course in that department, under the instruction of Miss E. M. Davis, whom I consider a most capable teacher, and I shall ever be grateful to her for her faithful and thorough instruction.

I am much pleased with my position with the above Company, which I obtained through your recommendation. With best wishes for your future success, I am

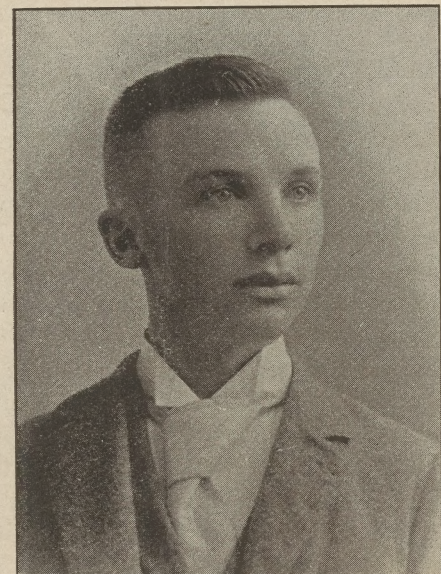
Very respectfully yours,
ALICE A. WARRINER.

Office of CHILDS & JONES,
UTICA, N. Y., July 11, 1893.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Gentlemen—In answer to your inquiry as to how we are pleased with the book keeper whom you recommended from among your students, we would say that his work has been very satisfactory. When we need more office help we shall give you another call.

Truly yours,
CHILDS & JONES.



Geo. A. Bowman, of Ridge Mills, N. Y.

This is one of our most energetic and obedient young men, who are never afraid of work and who get all the fun out of it that they can. Soon after he had completed his course his present employers called upon us for an office assistant. As we felt sure that Mr. Bowman could always be trusted to do faithfully whatever he would be called upon to do, we recommended him for this position, and we think his employers have had no cause to regret having employed him.

METROPOLITAN MANUFACTURING COMPANY,
UTICA, N. Y., July 18, 1893.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Dear Sirs—At your request I cheerfully furnish my photograph for use in your circular. It is not a very good looking one, however much it may flatter the "original," but if it only helps to convince the public of the fact that the Utica Business College has no superior, and that its students are assisted to positions, although no positions are promised to any one, it will have served its purpose.

Hoping that your next school year will be even more prosperous than any of the past, I am

Sincerely yours,
Geo. A. Bowman.

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MISS GRACE M. WEYENETH, OF NEW BREMEN, N. Y.

Miss Weyeneth was one of our most thorough students, and worked faithfully to fit herself for greater usefulness. When she first came to the city she had not fully decided to enter the Utica Business College, but being convinced of the value of a course in shorthand concluded to begin in our evening classes, and thus avoid interfering with her daily work; and she was so well pleased with her progress that she afterward decided to attend our day school. After she had completed her course we recommended her to her present employers, who, we believe, took her solely upon our recommendation. Although she had some hesitancy about accepting the place, we firmly believed she would be able to fill it acceptably; and she has since thanked us for persuading her to try it.

Office of ALFRED DOLGE & SON,
DOLGEVILLE, N. Y., June 21, 1893.

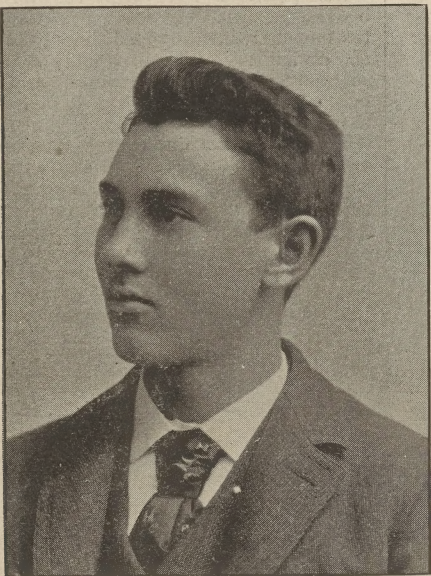
Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Dear Sirs—It is with pleasure that I embrace this opportunity to express my entire satisfaction with the result of attendance at the Utica Business College, a school which I consider unsurpassed by any of its kind.

The careful instruction given me by Miss E. M. Davis, instructress in the Shorthand Department, has enabled me to fill satisfactorily the position I now hold. I desire to thank her for the interest shown in my success; an interest shown alike in each of her pupils. Would also thank Prof. G. F. Hendrick for the kindness shown me while attending school as well as in securing for me the excellent position I am at present filling.

Am pleased to learn of the improvements contemplated in the school rooms, and trust the attendance will be largely increased. I can cheerfully recommend the Utica Business College to anyone desiring a thorough practical business education, and feel assured that none can fail to succeed if they be in earnest and work.

Wishing you the best of success, I remain,
Yours very sincerely,
GRACE M. WEYENETH.



WM. A. HATFIELD, OF UTICA, N. Y.

This young man entered our school last winter and was one of the most industrious and energetic of his class. He took the business course and before he had quite completed it we secured for him a position as book-keeper for McMullen & Parker.

Office of LOWERY BROS.,
Commission Merchants,
Utica, N. Y., July 12, 1893.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Gentlemen—We are very well pleased with the result of our having applied to you for a stenographer. We find Mr. Cahill to be just what you recommended him to be, and he fills the position very acceptably. The quality of his work certainly speaks well for the thoroughness of the instruction he had received.

Very truly yours,
LOWERY BROS.

General Regulations.

STUDENTS may begin at any time, and will be charged from the day of entrance. In cases of necessity, the time will be extended, provided the student gives notice of such intention. All students must be at their desks before 9 A. M. for the forenoon session, and before 2 P. M. for the afternoon session. Day students from out of town who wish to devote as much time as possible to their studies will upon application to the principal be allowed to attend the evening sessions free of charge.

Personal Attention.

BY OUR system of teaching, each student receives daily, in addition to our regular class work, the kind of instruction adapted to his particular requirements, advancing in the course upon his own merits. This is specially advantageous to those having a limited time for study and desiring success at the least expense.

Commutation Rates.

STUDENTS who reside upon the lines of railroads centering in Utica, can get tickets at reduced rates which will enable them to lessen expenses by boarding at home and coming to Utica each morning and returning after the close of school in the afternoon. Many of those who come from Rome, Little Falls, Waterville and other neighboring towns are taking advantage of this privilege.

If, after reading this Journal carefully, you should desire further information in regard to our school, please write to us and we will mail to you our Illustrated Catalogue, together with a personal letter and specimens of beautiful penmanship.

Send us the names of young men and young women in your neighborhood who would be likely to attend our school, and we will write for you some beautiful calling cards.

Office of DAVID PIERCE,
Utica, N. Y., June 28, 1892.

Messrs. SHIELDS & HENDRICK:

Gentlemen—I am filling a position in which I know I never could have filled but for the valuable knowledge which I acquired while under your tuition. I entered the Utica Business College, October 19, 1891, and took a four months' course, and I can express only words of praise of the school to anyone desirous of obtaining a thorough business education. I can heartily recommend it as a first-class institution. Please remember me to the teachers, whose many acts of kindness I shall never forget.

Hoping that the school may long continue and prosper in the cause in which it is engaged, I remain,
Yours truly,
GEO. W. REED.

Office of C. M. STOCK BROS. & Co.,
Utica, N. Y., Sept. 2, 1892.

G. F. HENDRICK:

Dear Sir—I wish to express my thanks to the teachers of your institution for the many kind attentions I received while there, and also for your kindness in procuring me a position.

I can recommend the Utica Business College to anyone who desires a thorough business education. With many wishes for your future prosperity, I remain,
Yours respectfully,
W. F. HARRIS.

Utica, N. Y., July 1, 1892.

Prof. G. F. HENDRICK, Utica, N. Y.:
Dear Sir—I had the opportunity a few years since, while following the occupation of teaching school, to spend a few weeks very profitably, as well as pleasantly, under your instruction, and I regard the money as the best investment I could have made. I only regret that the limited time which I had at my disposal prevented me from completing the course, and were I to live my school days over again, I would take a course of at least six months in your excellent school. The success of the young men and women who graduate from the Utica Business College, is one of the best proofs of the value of its course of instruction.

Wishing you unbounded success, I am,
Very truly yours,
CHAS. W. NETTLETON.
Railway Postal Clerk, between Oswego and Utica.

FREEMAN, IVES & Co.,
Wholesale & Commission Merchants,
Utica, N. Y., June 20, 1892.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:

Gentlemen—Nothing is more gratifying to me than to be privileged to express my very great appreciation of the instruction received at the Utica Business College. It is to be regretted that I am unable to anticipate a business education, to attend this institution. Having taken a course in the stenographic department which is under the supervision of Miss Davis, a most excellent instructress, I now have a position for which I must be ever ready and willing to assist her students.

Thanking you for past favors and wishing you unbounded success, I remain,
Very truly yours,
SUSIE B. CHARLES.



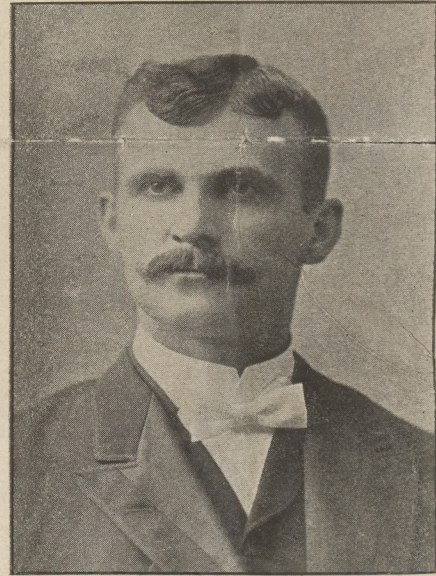
MISS KITTIE DAY, OF UTICA, N. Y.

Miss Day began her course by attending the evening school, while employed in the day time, and succeeded so well as to warrant her in resigning a position which she had held for several years and devote her entire time to the study of shorthand. After she had completed her course we recommended her to Kirkland Bros., who decided to employ her. Of course she regards the money she paid us for tuition as having been well invested.

Utica, N. Y., July 11, 1893.

Messrs. SHIELDS & HENDRICK, Utica, N. Y.:
Gentlemen—Allow me to express my entire satisfaction with the course of instruction received at your College and also to thank you for your kindness in securing for me my present position. Although when I accepted it I had had no experience in shorthand outside of your school rooms, I find little or no difficulty in doing the required work, and I hope my services are satisfactory to my employers.

Most sincerely yours,
MISS KITTIE DAY.



LESLIE H. RAINE, OF WEST ADDISON, VT.

Before placing himself under our instruction, Mr. Raine wrote us for a circular and stated that he desired to learn stenography, and that he had selected ours as the school to attend. Although he was already a graduate of Middlebury College and had had considerable experience in teaching, he evidently believed a course at a business college to be essential. Being well prepared to enter successfully upon any of our courses, he completed not only the shorthand course, but also the business course. Soon after graduating here, he secured employment with the well-known Quigley Furniture Company, of Whitesboro, N. Y., where he now has full charge of their extensive set of books, and where he finds his duties much more agreeable than he did those of teaching. He was so well pleased with what he learned while with us that he has since persuaded his sister to attend.

THE QUIGLEY FURNITURE COMPANY,
Whitesboro, N. Y., August 23, 1893.

Prof. G. F. HENDRICK, Utica, N. Y.:
Dear Sir—It gives me great pleasure to speak a word of praise for the Utica Business College. Being a graduate of the institution, (and also of a College of Liberal Arts) I can truly say it is one of the most successful schools of its kind in Central New York.

None too much can be said in praise of the Shorthand Department and its most efficient teacher, Miss Etta M. Davis.

The Department of Penmanship is very ably conducted by Prof. T. J. Risinger, who has had long and varied experience in the work.

I would heartily endorse the efficiency of the Principal and his assistants in their methods of imparting instruction and preparing young men for the business world.

I would urgently advise every young man and woman who de-ires to follow any line of business, to take a course at the Utica Business College. It will be time and money most wisely and profitably spent. Yours respectfully,
L. H. RAINE, (A. B.)

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Y. M. C. A. Privileges.

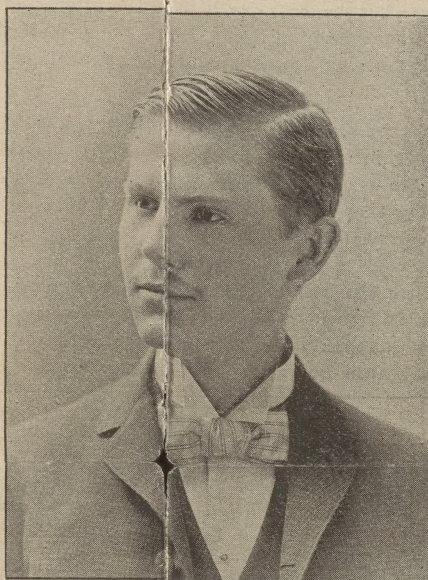
ALL GENTLEMEN students who come from out of town and are thus deprived of the privileges of boarding at home will receive free of charge a ticket, good during their stay with us, entitling them to all benefits, such as reading room, religious meetings, Entertainments, Bowling Alley, Gymnasium, Baths, etc., of the Utica Young Men's Christian Association; which is now one of the best equipped in the United States, and affords a most enjoyable as well as profitable place to spend an evening.

Our Graduates . . .

are to be found filling responsible positions in nearly every business house in Utica and vicinity. We present below the names of a few of our recent pupils, the most of whom obtained their positions through our influence:

S. Wilber Peckham, book-keeper for John H. Sheehan & Co., Utica, N. Y.
Miss Kittie Day, stenographer for Kirkland Bros., Utica, N. Y.
Miss Alice A. Warriner, stenographer for Skenandoo Cotton Co., Utica, N. Y.
G. Albert Dagwell, stenographer and book-keeper for Rome Canning Co., Rome, N. Y.
Geo. A. Bowman, book-keeper for Metropolitan Mfg. Co., Utica, N. Y.
Leslie H. Raine, book-keeper for Quigley Furniture Co., Whitesboro, N. Y.
Chas. H. Scoville, traveling salesman for Ehram & Kohler, Utica, N. Y.
Will Harris, bill clerk for Comstock Bros., Utica, N. Y.
Miss Evelyn Lawrence, stenographer for Smith & Sanford, Utica, N. Y.
Miss Edyth Mercer, stenographer for J. D. Beckwith, attorney, Little Falls, N. Y.
Miss Madge Williams, cashier for Oster & Co., Utica, N. Y.
Miss Ada Holliger, stenographer for Edwards & Wickwire, Waterville, N. Y.
Clarice Stetson, clerk of City Court, Utica, N. Y.
Miss Ada Richards, book-keeper for J. W. Rowe, wholesale paper, Utica.
Geo. Nutting, Auditor for U. S. Express Co., Jersey City, Holyoke, Mass.
Nelson J. Clark, book-keeper for Dean & Wheelock, Utica, N. Y.
Miss Etta Hall, stenographer for H. D. Pixley & Son, Utica, N. Y.
Geo. W. Reed, book-keeper for David Pierce, Utica, N. Y.
Miss Katharine Headford, copyist at County Clerk's office, Utica, N. Y.
Guy L. Kretzer, stenographer for Godefrey & Howe, contractors, Little Falls, N. Y.
F. Arthur Fagan, stenographer for the Adirondack & St. Lawrence R.R. Co., Herkimer, N. Y.
Miss Anna Sullivan, book-keeper for Daniel Becker, grocer, Utica, N. Y.
Geo. W. Gschwind, with Howarth & Ballard, druggists, Utica, N. Y.
Miss Susie B. Charles, stenographer for Freeman, Ives & Co., commission merchants, Little Falls, N. Y.
Mr. Sherwood J. Clover, book-keeper for D. W. Northrup & Co., Utica, N. Y.
Miss Catharine Morgan, stenographer for John C. Hieber & Co., Utica, N. Y.
Wm. Rahn, book-keeper at N. Y. C. freight office, Utica, N. Y.
Earl Warren, stenographer at N. Y. O. & W. coal office, Utica, N. Y.
Miss Mabel Matteson, book-keeper for Ehram & Kohler, Utica, N. Y.
G. Arthur Planz, telegraph operator for Y. U. T. Co., Superior, Wisconsin.
John Long, book-keeper for Charles E. Benton & Son, Utica, N. Y.
Miss Clara Guelich, stenographer for Retail Merchants' Law and Commercial Association, Utica, N. Y.
Fred. Shepard, manager of John Rudd's provision store, 861 3d Ave., New York.
Miss Ida Louis, stenographer for Henry F. and James Coupe, Utica, N. Y.
William Cahill, stenographer for Lowery Brothers, Utica, N. Y.
Francis Lynch, book-keeper for D. D. Winston & Co., Utica, N. Y.
William K. Miller, book-keeper for E. L. Goodsell, 103 Park Place, New York.
Conrad Max, with Westcott & Parker, Utica, N. Y.
Miss Libbie Martin, book-keeper for the G. H. Hammond Co., Utica, N. Y.
Miss Anna M. Adams, stenographer for Hon. W. H. Bright, Utica, N. Y.
Jas. M. McCormick, stenographer for Knowlton Bros., Watertown, N. Y.
Miss Lena Harvey, stenographer for Central N. Y. Telephone and Telegraph Co., Utica, N. Y.
Leon B. Murray, book-keeper for St. Lawrence Marble Co., Gouverneur, N. Y.

A. Silas Caryl, book-keeper for the Utica Daily Press Co., Utica, N. Y.
Herman J. Graham, book-keeper for Childs & Jones, Utica, N. Y.
Heber W. Owens, book-keeper at Herald office, Utica, N. Y.
Miss Mary W. Gardner, stenographer for Central N. Y. Pottery, Utica, N. Y.
Miss Lettie J. Cook, typewriter operator at County Clerk's office, Utica, N. Y.
Henry Geisenhoff, with American Express Co., Utica, N. Y.
Jas. D. Clifford, salesman for Hugh Glenn & Co., Utica, N. Y.
E. M. Coughlin, book-keeper for Theo. Pomeroy & Son, Utica, N. Y.



HERMAN J. GRAHAM, OF UTICA, N. Y.

Utica, July 25th 1893.
Miss Shields and Hendrick
Dear Sirs:—
I take great pleasure in stating that the best investment I ever made was the time and money I spent in attending the Utica Business College, having gained a thorough knowledge of book-keeping also my present position by so doing.
Yours truly,
H. J. Graham

Miss Agnes Conroy, stenographer for C. M. & G. E. Dennison, Utica, N. Y.
Frank E. Williams, with Geo. W. Head Co., Utica, N. Y.
Fred A. Burr, stenographer for Millsbaugh & Green, Utica, N. Y.
F. W. Rutherford, book-keeper for Tuckerman & Colton, Utica, N. Y.
W. T. Apmadoc, with First National Bank, Chicago.
Truman Flume, with Geo. Young, Utica, N. Y.
Geo. E. Stevens, book-keeper for the Gulf, Colorado & Santa Fe R.R. Co., Cleburne, Texas.
Chas. F. McCarthy, stenographer for the Anchor Knitting Mills, Whitesboro, N. Y.
Miss Susie Martin, stenographer for Howarth & Ballard, Utica, N. Y.
Clarence W. Rice, book-keeper at office of Morning Herald, Utica, N. Y.
Frank N. Meyer, stenographer for Pittsburgh & Lake Erie R.R. Co., Chartiers, Penn.
Wm. I. Allen, book-keeper for Utica Burial Case Co., Utica, N. Y.
Miss Ida B. Hartness, stenographer for Alfred Dolge & Son, New York city.
Miss Theresa K. Heslan, book-keeper for Payne & Nye, Utica, N. Y.
Miss Cornelia Kelly, book-keeper for Shaughnessy Bros., Utica, N. Y.

L. C. CHILDS & SON, PRINTERS, UTICA, N. Y.

Miss Minnie M. Gladwin, book-keeper for Butler & Hamilton, Utica, N. Y.
Miss Maud Woodhull, book-keeper for A. L. Staring, Utica, N. Y.
John Steele, stenographer for H. M. Quackenbush, Herkimer, N. Y.
F. C. Peck, stenographer at Watertown, N. Y.
J. F. Macomber, with Edward L. Goodsell, 103 Park Place, New York.
Miss Emma Conroy, book-keeper for Singer S. M. Co., Syracuse, N. Y.
David L. Jamieson, salesman for J. B. Wells, Son & Co., Utica, N. Y.
Miss Phebe A. Tanner, stenographer for Reynolds Bros., Utica, N. Y.
William Montgomery, clerk for T. R. Thomas & Co., Utica, N. Y.
William Anken, book-keeper for Metropolitan Mfg. Co., Utica, N. Y.
Miss Nellie M. Loughran, stenographer for Oneida Carriage Works, Oneida, N. Y.
Miss Minnie Maurer, stenographer for Retail Merchants' Law & Commercial Association, Utica, N. Y.
Miss Ida Louis, stenographer for Henry F. & James Coupe, Utica, N. Y.
John Miller, stenographer for Miller, Fincke & Brandegee, Utica, N. Y.
E. W. Garvey, telegraph operator at the D. L. & W. office, Utica, N. Y.
Otto Bach, with B. A. Clark & Son, Utica, N. Y.
John Owens, salesman for John A. Roberts & Co., Utica, N. Y.
Sylvester Schall, shipping clerk for John A. Roberts & Co., Utica, N. Y.
Alfred Foster, with W. H. Lowerhouse, Utica, N. Y.
Miss Etta Taffner, stenographer and book-keeper for the Equitable Gas and Electric Company, Utica, N. Y.
Miss Alice Walters, stenographer for Tallman Boot and Shoe Company, Utica, N. Y.
Miss S. Lizzie Ames, stenographer for Dunmore, Sholes & Ferris, Utica, N. Y.
Miss Mary Wainman, stenographer for Utica Cotton Company, Capron, N. Y.
Miss Bessie M. Coughlan, book-keeper for S. H. Budlong & Son, Utica, N. Y.
Joseph G. Kammerlohr, stenographer for Oriskany Malleable Iron Company.
Miss Sophie G. DeLand, stenographer for Crawford & DeLand, Pierre, S. D.
William C. Scott, book-keeper for Snyder & Fisher, Little Falls, N. Y.
Chas. W. Nettleton, railway clerk between Ogdensburg and Utica.
Miss Frances Kennedy, book-keeper for Chas. H. Besley & Co., Chicago.

Miss Alice Walters, stenographer for the Tallman Boot and Shoe Company, Utica, N. Y.

JOHN PARR,
647 EIGHTH AVE.,
NEW YORK, July 28, 1891.

MESSRS. SHIELDS & HENDRICK, UTICA, N. Y.:

Gentlemen—I have held the position of book-keeper with the above firm for the past ten months; during which time I have found the difficulties which invariably arise in all such positions easily overcome by applying the methods taught me at the Utica Business College.

The books I have in charge were opened by our noted public accountant and expert book-keeper, Mr. A. J. Kinmouth, who has several times since inspected my work and pronounced it correct.

I am very grateful to the faculty of the U. B. C. for their careful training and kindness to me, and would advise any who anticipate a business career to prepare themselves at this institution.

Very respectfully,
JENNIE E. SHAW.

UTICA COTTON COMPANY,
W. H. CLOHER, Agent.
CAPRON, N. Y., June 27, 1892.

MESSRS. SHIELDS & HENDRICK, UTICA, N. Y.

Gentlemen—I cannot too highly recommend the Short-hand Department of your school. Immediately upon finishing my course I obtained my first position through your influence. This position I held for a year, and then obtained a better one, which I still hold, with the Utica Cotton Company.

I enclose the photograph for which you ask, and I hope the circular will be the means of bringing many new pupils to your school.

Yours sincerely,
MARY WAINMAN.

UTICA PRESS, DAILY AND WEEKLY,
UTICA, N. Y., July 20, 1891.

MR. G. F. HENDRICK:

My Dear Sir—Having finished the business course at your institution, I take great pleasure in acknowledging the benefits received and especially the kindness and thoroughness of the excellent teachers. I am indebted to you for kind assistance in procuring for me my present position, where I find the instruction received at your school practical and of great value. I can recommend your school to all desirous of acquiring a practical business education. With best wishes I remain,
Yours very truly,

A. SILAS CARYL.